

PERSONAL

Master File Description (MFD)

| TYPE OF INFORMATION | SELECTION CRITERIA |
|--|---|
| Unique personal information taken from the Employee Action Request (EAR) and the Personnel Action Request (PAR). | <p>Current personal information for active employees and employees who temporarily or permanently separated during the prior 24 months. Does not include employees who have transferred to another department.</p> <p>Note: These fields can be used with any file with the exception of the Position Inventory File.</p> |

| FIELDNAME | ALIAS | FORMAT | DESCRIPTION | DED PAGE |
|------------------------------------|-------------|--------|---|----------|
| UNIQUE PERSONAL INFORMATION | | | | |
| SSN | SSN | A11 | SOCIAL SECURITY NUMBER (XXX-XX-XXXX) | 124 |
| SUR_NAME | SURNAME | A21 | LAST NAME | 71 |
| FULL_NAME | FULL_NAME | A39 | LAST NAME, FIRST NAME & MIDDLE INITIAL | 72 |
| F_NAME | F_NAME | A26 | LAST NAME, FIRST AND MIDDLE INITIAL | 73 |
| NAME1 | NAME1 | A16 | FIRST NAME AND MIDDLE INITIAL | 69 |
| INITIAL | INITIAL | A3 | FIRST AND MIDDLE INITIALS | 70 |
| BIRTHDATE | BIRTH | YYMD | BIRTHDAY (YYYY/MM/DD) | 16 |
| AGE | AGE | I3 | AGE | 6 |
| SEX | SEX | A1 | SEX CODE (' ', F, M, N) | 116 |
| ETHNIC_CD | ETHNIC | A1 | ETHNIC CODE (A, B, 1, 2, ETC.) | 48 |
| ETHNIC_NAME | ETHNIC_NAME | A11 | ETHNIC NAME (ASIAN, BLACK, WHITE, ETC.) | 49 |
| STREET_ADDR | ADDR1 | A28 | STREET ADDRESS | 2 |
| CITY_STATE | ADDR2 | A25 | CITY, STATE | 1 |
| ZIP_CD | ZIP | A5 | ZIP CODE | 3 |

FIELD FORMATS: **A** = ALPHANUMERIC; **I** = INTEGER; **P** = PACKED DECIMAL; **YYMD** OR **YYM** = DATE